



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 12/10/2021***Program Administrative Assistant.***

JobID: 7422

Position Type:

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Administrative Support/Clerical/Administrative Assistant

[Email To A Friend](#)[Print Version](#)**Date Posted:**

12/10/2021

Location:

KRESA/Juvenile Home School

Closing Date:

06/30/2022

Division:

KRESA Juvenile Home School

Position Type:

10-Month, Full Time

M- F; 7 am- 3 pm, 30 min lunch, 37.5 hours/ week

Responsibilities:

Performs clerical duties within the Juvenile Home Schools- Intensive Learning Center & Youth Center School, including but not limited to:

- *Serves as Liaison to Special Education (District) / Intensive Learning Center / Youth Center School / KEYS / Ninth Circuit Court and the Kalamazoo County Juvenile Home
- *Responsible for communication with the Health Department
- *Receives and reviews ILC referrals for enrollment from the Ninth Circuit Court Family Division
- Compose or transcribe from rough draft; correspondence, bulletins, reports, presentations and other material
- Arrange meetings coordinating with all parties; be it parents, staff, outside agencies, etc
- Monitor and track program established budget using spreadsheets
- Order, stock and distribute school and medical supplies according to policies and procedures
- Coordinate/perform mailings and email correspondence to include scheduling
- Attend and take minutes for meetings
- Talk with student, parent, employee, community member encountering a problem and resolve problem or refer them to others as appropriate
- Accurately maintain information including data entry into program specialized software systems

such as Student Information & Pupil Accounting and other organizational systems

- Assist Director's Executive Administrative Assistant as necessary and anticipate their needs to provide exceptional support

- *Assists in the interview and hiring process for all new staff

- *Manages purchase orders, billing, RFDs, budget ledgers, credit card purchases/reconciliations and all supply purchases for both school programs

- *Assist annually in writing the Title One Budget

- *Manage all invoicing, ordering, timesheets, and ledgers for Title One

- *Coordinate communication between detention center and the local schools

- *Coordinate with the local school districts for enrollment and transition

- *Works closely with the building principal to ensure smooth overall operation of the school while managing their calendar, phone, and email

- *Maintains the Juvenile Home School Calendar including student PBIS and staff celebrations

- *Responsible for all student and staff files including both student and staff attendance, Student Information Systems, and all Student Count Day documents and reporting

- *Handles all mailing needs for JHS

Qualifications:

High school diploma or general education degree (GED). Associates Degree preferred.

Proficient experience with Microsoft Office programs and experience in customer service

Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

- Embraces and supports KRESA philosophies related to diversity, inclusiveness and antiracism
- Ability to interact effectively with individuals from a wide range of cultures
- Ability to discuss cultural differences with colleagues and clients
- Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.
- Ability to communicate effectively including listening, answering phone calls, and drafting letters
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software such as Microsoft Excel, Word, PowerPoint and Outlook, and Google Suite.
- Ability to problem solve
- Maintains confidentiality
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Accurately and efficiently input data and retrieve information to create charts or tables
- Practices safe work habits

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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